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General Headquarters
Supreme Commander for the Allied Powers
Allied Translator and Interpreter Section
Washington Document Center (Adv)

18 December 1945

ADMINISTRATIVE MEMORANDUM)
:
NUMBER 6

TO : All WDC (Adv) Personnel.

1. All official mail and papers, incoming and outgoing, specially from and to higher echelons or other theater agencies, will be routed to the desk of the Chief, WDC(Adv) or, in his absence, to the Deputy Chief.

2. All official mail prepared for WDC(Adv) will be written for the signature of the Chief as follows:

A. V. SMITH
Lt.Col., GSC
Chief, WDC (Adv)

When a Section Chief is authorized to sign for the Chief, WDC(Adv) he will sign his name in the space provided for signature, and will place the word "for" in front of the typed name of the Chief.

3. Copies of all official correspondence should be filed in the Headquarters Office.

BY ORDER OF LT. COL. A. V. SMITH:

ARSLEY S. ARGINT
Capt. A.C.
Exec. Officer, WDC(Adv)

FOR POLICY BOOK

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